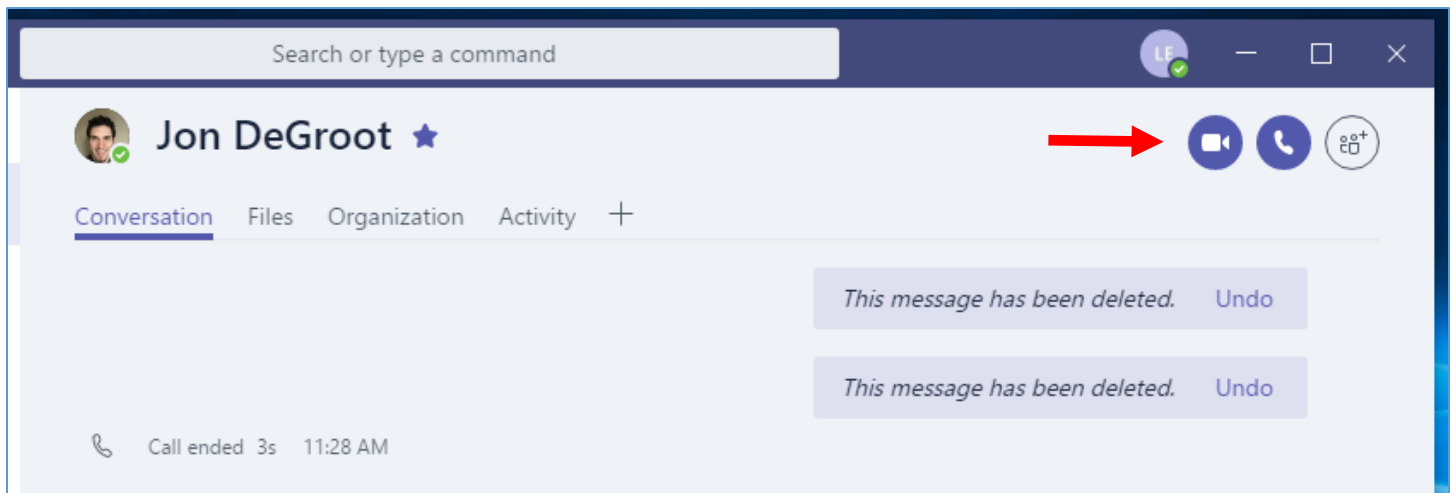


Microsoft Teams

Audio and Video Calls

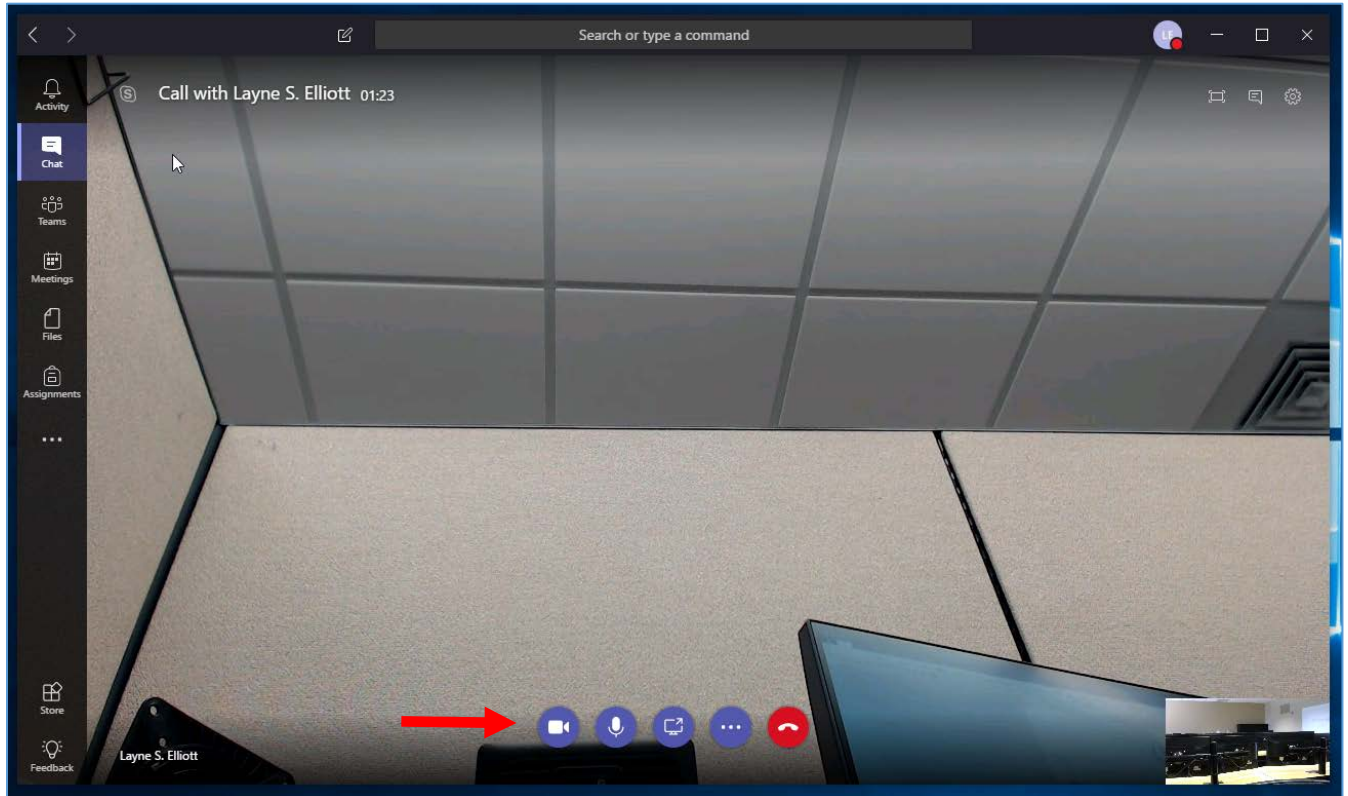
You can use Teams to make audio or video calls by clicking on the video or audio buttons within a conversation.



****This feature requires a webcam and microphone. If using your laptop's built-in webcam, you may need to remove your laptop from your docking station in order for the webcam to see you****

1. Open a conversation with the person you wish to call and click the video or audio call button

2. Once the other person(s) has answered the call, you will see video of them on your screen. In the lower right-hand corner, you will see a preview of the video you are sharing.



3. Use the buttons on the bottom to stop sharing video/audio, share your screen, or hang up.
4. When you click the share screen button, you will be able to choose which monitor you wish to share or to share just one application.

